State of Utah

JON M. HUNTSMAN, JR.
*Governor*

GARY R. HERBERT
*Lieutenant Governor*

DEPARTMENT OF TRANSPORTATION

JOHN R. NJORD, P.E.
*Executive Director*

CARLOS M. BRACERAS, P.E.
*Deputy Director*

July 1, 2006

Dear Applicant:

Thank you for your interest in providing potential consultant services for Utah Department of Transportation (UDOT).

**Consultant Services**

We are a division of Utah Department of Transportation (UDOT); a highly motivated team, charged with providing UDOT project managers with the most qualified consultants to perform a wide range of services to maintain Utah's transportation network. We are the link between UDOT project managers, FHWA, and private industry.

**The Consultant Pool**

UDOT's pool period is for two years. Our current pool period is from July 1, 2005 to June 30, 2007. Every two years, UDOT advertises a Request for Qualification (RFQ) seeking qualified consultants to submit Statements of Qualification (SOQ). The next RFQ will be advertised in April 2007. Consultants in the Pool have the opportunity to acquire numerous contracts over the 2-year period, totaling up to $1.75 million dollars.

UDOT's current General Engineering and Local Government Pool, consists of thirty-six (36) separate work disciplines. The following is a list of work disciplines in our current pool: Aerial Photogrammetry; Air Quality; Archaeology/Ethnography/Paleontology; Biological/Wildlife; Bridge Design; Bridge Management/Asset Management; Constructability Review; Construction Engineering/Management; Dispute Resolution Review; Environmental/NEPA Document Preparation; Geotechnical/Hydrogeology; Hazardous Materials/Waste Assessment and Remediation; Historic Architecture; Intelligent Transportation Systems (with sub categories); Landscape Architecture; Major Hydraulic Design; Materials Testing; Minor Structure Design; Noise and Vibration; Partnering Facilitation; Pavement Design; Planning; Preconstruction Engineering; Public Involvement/Operational/Project/NEPA; Research Studies/New Development; Right of Way Engineering; RFQ/RFP Preparation Assistance; Schedule Analysis and Claims Review; Subsurface Utility Engineering; Survey/Mapping; Traffic Signals/Street Lighting; Trails/Bike and Pedestrian; Training/Operational/Environmental; Value Engineering; Visualization/2D/3D/4D; and Wetlands. These disciplines are subject to change for each pool period according to Department needs.

**Acquiring a contract to perform services for UDOT**

Firms who are interested in providing specialized services as a prime Consultant or as a Sub-Consultant need to be aware of and respond appropriately to the different types of Pools and Project Specific RFQ's, as well as Local Government specific projects. More information regarding the three sources of work may be found at the Consultant Services web page: [http://www.udot.utah.gov/index.php?m=c&tid=200](http://www.udot.utah.gov/index.php?m=c&tid=200).

Interested firms need to be aware of UDOT's Statewide Transportation Improvement Program (STIP) and respond to all RFQ's for which they are interested or qualified. The STIP is also available on-line under "Projects, Studies, and Future Plans" on UDOT's main web page located at www.udot.utah.gov. For upcoming Local Government projects, please contact the Senior Project Manager in UDOT's Region offices. The Consultant Services' Manual of Instructions (MOI) is available for more specific information regarding our services and processes. You may download this MOI from the Consultant Services web site at http://www.udot.utah.gov/index.php/m=c/tid=615.

Please sign up as a Consultant Services E-mail subscriber at http://www.udot.utah.gov/index.php/m=c/tid=548 to receive Department updates regarding projects and other valuable information.

**Financial Screening**

This is a necessary process for those consultants desiring to provide potential services for UDOT. UDOT will perform a pre-award audit of prospective Consultants' financial records to determine a fair overhead rate, before the firm is eligible for any contract for services. Once an overhead rate is agreed upon, the rate remains effective for one year. Consultants must be financially screened within 14 days of selection for any pool or Local Government project, or project specific RFQ.

It is the responsibility of the interested firm to provide any necessary financial information to UDOT's Consultant Services Division. Financial Screening Applications may be downloaded from the web site: http://www.udot.utah.gov/index.php/m=c/tid=200 or you may contact Raeleen Sanchez, Consultant Services Financial Analyst, direct at (801) 965-4138 or by email at: raeleen@utah.gov

Consultant firms are not required, nor is it necessary for firms to become financially screened, unless selected or awarded project work, or it they are already under contract with UDOT. However, firms that desire to submit the application at any time are welcome to do so.

**Utilization of Disadvantaged Business Enterprises (DBE) is encouraged** by the availability of a DBE listing and application form located on UDOT's main web site under "Quick Links" menu (Civil Rights) http://www.udot.utah.gov/index.php/m=c/tid=198, see also DBE Directory under "Downloads" http://www.udot.utah.gov/index.php/m=c/tid=198/uucp_dbe_directory.pdf. Consultants should consider this list for possible project work. UDOT encourages prime consulting contractors to use DBE's as subcontractors where practicable. You may also request information from the Utah Department of Transportation, Civil Rights Division, P.O. Box 141520, Salt Lake City, Utah 84114 or by calling (801) 965-4102.

It is the policy of the Utah Department of Transportation (UDOT) that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Utah Department of Transportation receives Federal Assistance from the Department of Transportation including Federal Highway Administration. (Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000, section 601)

The Age Discrimination Act of 1975, 42 U.S.C. 6101, provides: "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (Prohibits discrimination based on age.)

Once again, we appreciate your interest in UDOT and look forward to working with qualified firms. For any questions or concerns when completing the financial screening process, please contact me.

Raeleen Sanchez
Financial Analyst
UDOT Consultant Services
4501 South 2700 West, 4th Floor, NE Corner
PO Box 148490
Salt Lake City, Utah 84114-8490
Office phone 801/965-4138, fax 801/965-4796

## Table of Contents


| | |
|---|---|
| Financial Screening Process | page 4 |
| Pool Selection Process | page 6 |
| Example, Independent Audit Report | page 7 |
| Financial Screening Application | page 8 |
| Financial Screening Questionnaire | page 14 |
| Unallowable Costs per FAR Title 48, Part 31 | page 21 |
| Example, Overhead Rate Schedule | page 22 |
| IRS Form W-9 | page 23 |

## FINANCIAL SCREENING PROCESS

To do project work for UDOT, financial screening is required. This can be done at any time. However, it is not necessary to be financially screened unless selected for project work, awarded a contract, or already under contract with UDOT. Becoming financially screened does NOT guarantee project work, and contracts will not be written if a consultant has not completed the financial screening process.

Financial screening consists of the following. All items must be completed and submitted for review.

1. Complete the financial screening application.
2. Submit a form W-9 with Federal Tax I.D. number, signature and date.
3. Provide a sample copy of a labor time sheet.
4. Complete the financial screening questionnaire.
5. Furnish an overhead rate (Schedule of Indirect Costs) development schedule in accordance with the Federal Acquisition Regulations (FAR). (An example format copy is attached.)
6. Provide a certified copy of an independent Schedule of Indirect Costs (Overhead Rate) audit report from a Certified Public Accountant or an independent accounting firm. (Example copy attached.)

   Note: The audit report is not required if desiring contracts for less than $250,000. To contract for projects over $250,000, an independent overhead rate audit report is required.

7. Submit a copy of the firm's chart of accounts, from the accounting system.
8. Submit the most recent annual financial statements (balance sheet and income statement) that provide support in the calculation of the overhead rate.
9. This application is intended to be simple and inexpensive. Please submit your application in an unbound format, on 8-1/2" x 11" paper, stapled or clipped in the upper left hand corner; or electronically via e-mail in MicroSoft Word or .pdf format.

To become financially screened, complete the eight items listed above and submit them to:

**Raeleen Sanchez**
**Utah Department of Transportation**
**Consultant Services**
**P.O. Box 148490**
**Salt Lake City, Utah 84114-8490**

(or use our physical location for courier or express delivery)

**4501 South 2700 West**
**Salt Lake City, Utah 84119**

Please submit unbound applications, printed on 8-1/2 X 11" paper, stapled or clipped in the upper left-hand corner.

Failure to respond timely to information requests, not fully completing an application, or failure to submit all necessary documentation will delay the review process or even disqualify a Consultant from becoming financially screened.

If you would like an MS Word copy of the financial screening application to complete on a computer, e-mail: raeleen@utah.gov or call (801) 965-4138.

If you need information or would like a copy of Title 48, Part 31 Cost Principles of the Federal Acquisition Regulations (FAR) see http://www.access.gpo.gov/nara/cfr/waisidx_04/48cfrv1_04.html.

When the financial screening review is complete, an agreement letter is sent to the Consultant with the overhead rate verification. Your signature indicates that you are in agreement with this overhead rate to be used for billing purposes. Please note, the final overhead rate is subject to the terms of the project contract and may be adjusted pending the results of a post project audit, if applicable. Return this form as soon as possible to the Consultant Services Financial Analyst.

Annually, Consultant Services will notify Consultants of their forthcoming financial screening expiration date. At that time, the Consultant may:

1. Submit a new completed financial screening application including updated financial statements and a new calculated overhead rate. If a Consultant is already under contract with UDOT, financial screening is required.

2. Request that their name be removed from the Consultant pool list if they no longer desire to do project work with UDOT.

3. Provide no response, since it is not necessary to be financially screened until awarded or selected for project work. At that time the financial screening application must be submitted and agreed upon within 14 days after being selected or awarded for a project. Keep in mind that if the financial screening is not completed and agreed upon in advance, this will delay the contracting process.

You may access Consultant Services internet home page at http://www.udot.utah.gov/index.php?m=c&tid=200. On this website you may download the Financial Screening Application complete with examples. In addition, you will find more information about the financial screening process, Requests for Qualification, the qualified Consultant list, project advertisements, questions and answers, and other general information at this web site.

Information regarding IRS travel per diems can be found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=MTT&contentId=14161&contentType=GSA_OVERVIEW to assist you in determining qualified travel expenses.

## POOL SELECTION PROCESS

To meet its project schedule, UDOT uses Consultants to supplement its design and construction efforts. Being financially screened does not mean you will be automatically used on projects without going through the standard selection process. Firms must complete the financial screening process before contracts will be written. To select Consultants, we have set up the following procedure:

1. Firms that have been accepted as part of the Consultant Pool are eligible for project work on small dollar amount contracts (Less than $400,000). This pool is selected every two years. The current General Engineering/Local Government Pool period began on July 1, 2005 and expires June 30, 2007. Pool dollar caps have been set at $1,000,000 and $750,000, respectively.

   To qualify for larger dollar amount projects, (over $400,000) a Consultant must go through the normal Request For Qualifications (RFQ) process by submitting a Statement of Qualification (SOQ) for various work disciplines as advertised on our website. Streamlined RFQs have a project cap of $750,000; there is no dollar cap on Standard RFQ projects.

2. Consultants are selected based on qualifications, experience and by submittal of an RFQ or RFP, and being able to negotiate a fair and reasonable compensation for the project with UDOT.

3. UDOT uses a qualification-based procedure to select Consultants for RFQ projects to perform specific advertised work. This procedure consists of:

   a. Short-listing Consultants by their submitted SOQs; and

   b. Having an interview by the Selection Team

4. Consultants who are part of the General Engineering Pool have already been selected based on qualifications in their submitted SOQ. UDOT Project Managers select Consultants for small dollar projects (less than $400,000), from the qualified work discipline lists.

5. Local Government projects – UDOT is the management agency for Federal, State, and Local Government projects. Local Government agencies can select Consultants from the following three sources:

   a. The Local Government Request For Qualification (LG-RFQ) process;

   b. The Consultant General Engineering/Local Government Pool; or

   c. The Engineer of Record (EOR) in which the Local Government agency submits a request to UDOT Consultant Services and provides information and documentation showing how the EOR was selected.

**INDEPENDENT AUDITOR'S REPORT ON THE SCHEDULE OF INDIRECT COSTS**

**(EXAMPLE FORMAT)**

*(This letter should be on accounting firm or independent CPA letterhead.)*

(This report is from the AASHTO Uniform Audit and Accounting Guide For Transportation Consultants dated December 2005)

We have audited the Schedule of Indirect Costs for ___________________________for the fiscal year ended _______________. This schedule is the responsibility of the Company's management. Our responsibility is to express an opinion on this schedule based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the financial audit standards contained in the Government Auditing Standards issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the schedule is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Schedule of Indirect Costs. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall schedule presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying schedule was prepared on a basis of accounting practices prescribed by Part 31 of the Federal Acquisition Regulations (FARs) and certain other federal and state regulations and is not intended to be a presentation in conformity with generally accepted accounting principles.

In our opinion, the schedule referred to above presents fairly, in all material respects, the direct labor, fringe benefits, and general overhead of the Company for the year ended ____________.

In accordance with the Government Auditing Standards, we have issued a report, dated ______________ on our consideration of the Company's internal controls and its compliance with laws and regulations.

This report is intended solely for the use and information of the Consultant and government agencies or other customers related to contracts employing the cost principles of the Federal Acquisition Regulations (FARs) and should not be used for any other purpose.

____________________________ ________________

Signed by Accounting Firm or CPA Date

**FINANCIAL SCREENING APPLICATION**
**UTAH DEPARTMENT OF TRANSPORTATION (UDOT) – CONSULTANT SERVICES**

| | | | |
|---|---|---|---|
| **COMPANY NAME** | | **DATE** | |

| | | | | |
|---|---|---|---|---|
| **ADDRESS** | | | | |
| | STREET | CITY | STATE | ZIP |

| | |
|---|---|
| **MAILING ADDRESS, IF DIFFERENT** | |

| | | | |
|---|---|---|---|
| **TELEPHONE** | | **FAX** | |

| | |
|---|---|
| **FEDERAL TAX I.D. NUMBER** | |
| **FISCAL YEAR END (MONTH)** | |

## Indicate Type of Business

| | |
|---|---|
| **SOLE PROPRIETOR** | |
| **PARTNERSHIP** | |
| **CORPORATION "C"** | |
| **CORPORATION "S"** | |
| **CORPORATION "LLC"** | |
| **OTHER (IDENTIFY)** | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PRIVATELY HELD** | **Yes** | | **No** | | **PUBLICLY HELD** | **Yes** | | **No** | |

| | |
|---|---|
| **FINANCIAL SCREENING CONTACT PERSON** | |

| | |
|---|---|
| **FINANCIAL SCREENING CONTACT PERSON'S E-MAIL** | |

| | |
|---|---|
| **PROJECT MANAGER CONTACT PERSON** | |

| | |
|---|---|
| **PROJECT MANAGER CONTACT PERSON'S E-MAIL** | |

| | | | |
|---|---|---|---|
| **YEARS IN BUSINESS** | | **CURRENT NUMBER OF EMPLOYEES** | |

| AUDITOR NAME | | DATE | |
|---|---|---|---|

| ADDRESS | | | | |
|---|---|---|---|---|
| | STREET | CITY | STATE | ZIP |

| TELEPHONE | | FAX | |
|---|---|---|---|

**INSURANCE**
**Please fill in the amounts as applicable.**
**Minimum requirements may be found in the MOI on our website.**

| INSURANCE | COVERAGE AMOUNT |
|---|---|
| GENERAL LIABILITY | |
| PROFESSIONAL LIABILITY | |
| VALUABLE PAPERS/MEDIA | |
| WORKERS COMPENSATION | |
| AIRCRAFT | |

**Note: Insurance coverage must be in force in order to perform project work with UDOT**.

**Is the business a Disadvantage Business Enterprise (DBE)?**

| Yes | | No | |
|---|---|---|---|

It is the policy of Utah State Government to provide equal opportunity procurement of services without discrimination because of race, color, sex, religion, national origin, age, or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The information below is voluntary and will assist the State in applicant tracking, reporting, and other legal requirements. This data will be maintained only in our Consultant Services records and will not be forwarded to anyone else.

**The following is in regards to the owner:**

**Gender:** ______Male ______Female

**Age:** ______Under 40 ______Over 40

**Ethnicity:**
______Black
______Caucasian
______Hispanic
______American Indian/Alaskan Native
______Asian/Pacific Islander
______Other

## 2005 - 2007 Pool Disciplines

## TYPES OF SERVICES

(Please check boxes for all services you provide)

| | | | |
|---|---|---|---|
| | AERIAL PHOTOGRAMMETRY | | NOISE AND VIBRATION |
| | AIR QUALITY | | PARTNERING FACILITATION |
| | ARCHAEOLOGY/ETHNOGRAPHY /PALEONTOLOGY | | PAVEMENT DESIGN |
| | BIOLOGICAL/WILDLIFE | | PLANNING |
| | BRIDGE DESIGN | | PRECONSTRUCTION ENGINEERING |
| | BRIDGE MANAGEMENT/ ASSET MANAGEMENT | | PUBLIC INVOLVEMENT/OPERATIONAL /PROJECT/NEPA |
| | CONSTRUCTABILITY REVIEW | | RESEARCH STUDIES/NEW DEVELOPMENT |
| | CONSTRUCTION ENGINEERING /MANAGEMENT | | RIGHT OF WAY ENGINEERING |
| | DISPUTE RESOLUTION REVIEW | | RFQ/RFP PREPARATION ASSISTANCE |
| | ENVIRONMENT/NEPA DOCUMENT PREPARATION | | SCHEDULE ANALYSIS & CLAIMS REVIEW |
| | GEOTECHNICAL/HYROGEOLOGY | | SUBSURFACE UTILITY ENGINEERING |
| | HAZARDOUS MATERIALS /WASTE ASSESSMENT & REMEDIATION | | SURVEY/MAPPING |
| | HISTORIC ARCHITECTURE | | TRAFFIC SIGNALS/STREET LIGHTING |
| | INTELLIGENT TRANSPORTATION SYSTEMS | | TRAILS/BIKE & PEDESTRIAN |
| | LANDSCAPE ARCHITECTURE | | TRAINING/OPERATIONAL/ENVIRONMENTAL |
| | MAJOR HYDRAULIC DESIGN | | VALUE ENGINEERING |
| | MATERIALS TESTING | | VISUALIZATION/2D/3D/4D |
| | MINOR STRUCTURE DESIGN | | WETLANDS |
| | | | OTHER (INDICATE) |

**KEY MANAGEMENT OFFICERS**
(Add additional rows as needed)

It is the policy of Utah State Government to provide equal opportunity procurement of services without discrimination because of race, color, sex, religion, national origin, age, or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The information below is voluntary and will assist the State in applicant tracking, reporting, and other legal requirements. This data will be maintained only in our Consultant Services records and will not be forwarded to anyone else (an * denotes optional information).

**Gender*** Male **/** Female **Age*** Over 40 **/** Under 40

**Ethnicity*** American Indian/Alaskan Native **/** Asian/Pacific Islander **/** Black
Caucasian **/** Hispanic **/** Other

| **NAME** | **TITLE** | **PHONE NUMBER** | **YEARS WITH COMPANY** | **Gender*** (Voluntary) | **Age*** (Voluntary) | **Ethnicity*** (Voluntary) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**PROPOSED KEY PERSONNEL**
(Primary Personnel To Be Used On UDOT Projects, Add additional rows as needed)

It is the policy of Utah State Government to provide equal opportunity procurement of services without discrimination because of race, color, sex, religion, national origin, age, or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The information below is voluntary and will assist the State in applicant tracking, reporting, and other legal requirements. This data will be maintained only in our Consultant Services records and will not be forwarded to anyone else (an * denotes optional information).

**Gender*** Male **/** Female **Age*** Over 40 **/** Under 40

**Ethnicity*** American Indian/Alaskan Native **/** Asian/Pacific Islander **/** Black
Caucasian **/** Hispanic **/** Other

| **NAME** | **EDUCATION** | **CERTIFICATIONS** | **YEARS OF EXPERIENCE** | **Gender*** (Voluntary) | **Age*** (Voluntary) | **Ethnicity*** (Voluntary) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

## PRIOR WORK EXPERIENCE

**List 5 clients who may be contacted for references. Two of these clients should be for services rendered within the last year designating technical capabilities related to the service. Please list the beginning and ending dates of your services.**

| Project Description | Project Name & Location (City & State) | Project Dates (Beginning and Ending) | Type of Service Performed | Project Dollar Value (Your Firm's Contract) | Client Name & Address | Reference Contact Name | Contact Telephone Number |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

## FINANCIAL SCREENING QUESTIONNAIRE

(Check all boxes that apply to your business)

### GENERAL ACCOUNTING:

1. Does your company use a standard chart of accounts?
   *Please attach a copy of your chart of accounts.*

| | | | |
|---|---|---|---|
| Yes | | No | |

2. How does your company accounting system segregate project costs?
(Cost accounting capability)

| | |
|---|---|
| | Job Costing Method |
| | By Specific Project |
| | Other Accounting Method |
| | Other (Please Explain) |

3. How does your company prepare project billings (invoices)?

| | |
|---|---|
| | Invoices are prepared based on actual labor hours |
| | Invoices are prepared based on actual project expenses |
| | From project expenses and labor hours reported on employee time sheets |
| | From expense reports that are recorded in an accounting system |
| | Invoices prepared by an independent accountant/CPA firm |
| | Other (Please explain) |

4. How are financial statements prepared?
   *Please attach the most recent annual financial statements* **(balance sheet and income statement)** *that support the calculation of the overhead rate.*

| | |
|---|---|
| | Financial statements are prepared by your company |
| | Financial statements are prepared by an independent CPA or accounting firm |
| | Financial statements are prepared in accordance with generally accepted accounting principles |
| | Accounting personnel preparing in house financial statements have the education and experience |
| | Financial statements are reviewed by an independent CPA or accounting firm |
| | Financial statements are audited annually by an independent CPA or accounting firm |
| | Indirect cost schedule is audited annually by an independent CPA or accounting firm |

5. Please disclose any related party situations that could impact your financial reporting.
   (i.e. if principals of your firm are involved in business dealings with other entities owned by the principals, such as your firm renting office space, equipment, land, etc. from another firm owned/controlled by the same majority owners).

| | |
|---|---|
| | Check if not applicable |

6. Does your company purchase “key-man” insurance policies on management, where the company is the beneficiary of the policy?

| Yes | | No | |
|---|---|---|---|

7. What is the total amount of “key-man” insurance expense paid by your firm during the period reported?

$

8. Does your company authorize travel expenses based on Federal Travel Rates established by the IRS? See www.gsa.gov.

| Yes | | No | |
|---|---|---|---|

9. Does your company have a written travel policy?

| Yes | | No | |
|---|---|---|---|

10. Does your firm segregate bonuses for key management as per Utah Administrative Rule R907? See http://www.rules.utah.gov/publicat/code/r907/r907-066.htm#T4.

| Yes | | No | |
|---|---|---|---|

11. What is the total amount of bonus expense paid to principles during the period reported to address Utah Administrative Rule R907?

$

12. Does the owner or authorized manager of your company assume responsibility in meeting Federal government and UDOT regulatory requirements?

| Yes | | No | |
|---|---|---|---|

13. Is your calculated overhead rate or billable hourly rate in compliance with Federal Acquisition Regulations (FAR), Title 48, Part 31?

| Yes | | No | |
|---|---|---|---|

**LABOR:**

14. Does your company require **direct labor** employees to keep time sheets verifying actual hours worked? If no, how does your company track direct labor employees time?

| Yes | | No | |
|---|---|---|---|

15. How are your employee time sheets documented for project related and non-billable time? **(Please attach a sample copy of a time sheet.)**

| | |
|---|---|
| | Separate time sheets are prepared to record indirect or non-billable time such as vacation and holidays |
| | The company's accounting system costs non-billable time as part of indirect expenses (overhead) |
| | Time sheets reflect and segregate both direct project time and non-billable time |
| | Employees record their own time on the time sheet |
| | Corrections to time sheets are done by crossing out the incorrect entry and initialing the correct entry |
| | Other Corrections (Please Explain) |
| | Time sheets have the assigned project or job cost number on them |
| | Time worked is entered in an on-line system using a project or job cost number |
| | Accounting system allocates hours and expenses to projects based on time sheets |
| | Other (Please Explain) |

16. Are time sheets reviewed and approved by the employee's immediate supervisor?

| | | | |
|---|---|---|---|
| Yes | | No | |

17. How does your company recover costs associated with non-billable labor costs?

| | |
|---|---|
| | Included as part of indirect (overhead) expenses for determining an overhead rate |
| | Included as a burden percentage for calculation of an hourly billable rate |
| | Other (Please explain) |

18. For **direct labor salaried employees**, how is the hourly rate calculated?

| | |
|---|---|
| | Annual salary divided by 2,080 |
| | Other (Please explain) |

19. For **direct labor salaried employees** who work overtime and are paid an overtime premium, how is the overtime premium rate calculated? For example, if a salaried employee works more than 40 hours per week, all projects worked on, as part of the business, would receive its fair share of that cost (i.e. weekly, bi-weekly, or monthly salary divided by total hours worked during that period.)

| | |
|---|---|
| | Check if not applicable |

20. How is the premium portion of overtime compensation handled by your firm?

| | |
|---|---|
| | Pay period wages divided by total hours for each pay period and the rate applied to direct & indirect hours |
| | Premium portion placed in overhead and then allocated to the projects based on direct costs |
| | Premium portion begins after 40 hours worked |
| | Other (Please explain) |
| | Not applicable |

**ADDITIVES:**

21. Does the firm have an established employee leave program?

| | | | |
|---|---|---|---|
| Yes | | No | |

Indicate below the number of paid leave days available, and comments.

| | | | | |
|---|---|---|---|---|
| | Holidays | Number of days | | |
| | Paid Personal Time | Number of days | | |
| | Vacation | Number of days | | |
| | Sick Days | Number of days | | |
| | Funeral Leave | Number of days | | |
| | Paid Jury Duty | Number of days | | |
| | Paid Medical Leave | Number of days | | |
| | Other Leave Time | Number of days | | |

22. Is time charged to projects during leave time?

| | | | |
|---|---|---|---|
| Yes | | No | |

23. How does your company recover costs associated with vacation, sick, holiday, leave time, or other paid benefits?

| | |
|---|---|
| | Costs are included as part of general overhead (indirect expenses) |
| | Other (Please explain) |

24. Please list items included in your "employee benefit" package.

25. Are any of the general and administrative costs also billed as a direct cost? If yes, indicate which ones. (i.e. vehicle, communications, equipment, travel, meals, etc.)

**EQUIPMENT AND DIRECT COSTS:**

26. Does your company keep records showing the usage segregation of equipment and other direct charges by each project?

| | | | | | |
|---|---|---|---|---|---|
| Yes | | No | | Not applicable | |

27. Please identify how your firm allocates the following types of expenses.

| Expense | Direct Expense | Indirect Expense | Both | N/A |
|---|---|---|---|---|
| CADD, Labor | | | | |
| CADD, Equipment | | | | |
| Clerical Labor | | | | |
| Equipment charges | | | | |
| Mileage reimbursement | | | | |
| Photocopies, printing | | | | |
| Postage | | | | |
| Technological | | | | |
| Telecommunications | | | | |
| Travel Expense | | | | |
| Vehicle Expense | | | | |
| Other (Identify) | | | | |
| | | | | |
| | | | | |
| | | | | |

28. How are billing rates determined for company owned equipment and other company services?

| | |
|---|---|
| | Included as part of indirect expenses for calculation of an overhead rate |
| | Included as a charging cost per hour |
| | Equipment is billed at a daily or monthly rate |
| | Standard unit rate is developed for equipment and other company services |
| | Calculated as a percentage of direct labor |
| | Other (Please explain) |
| | Not applicable |

29. How would your firm invoice the Utah Department of Transportation (UDOT) for direct project costs?

| | |
|---|---|
| | At the actual cost including a description of labor hours, materials, any direct costs |
| | At the actual cost, plus an agreed overhead rate percentage additive |
| | At the actual cost, plus an agreed overhead rate percentage, plus a fixed fee (profit) |
| | At a lump sum, total costs for a completed project |
| | At an hourly billing rate which includes burden and a fixed fee |
| | Other (Please explain) |

**OTHER:**

Please provide a brief explanation of the type of service and/or work specialty your company can offer. Be specific in detail and to the point as our project managers may use this information at some point.

**OVERHEAD RATES:**

1. Please provide an overhead rate schedule indicating total direct labor and related costs (fringe benefits) and general and administrative costs (indirect expenses). Calculate the overhead rate based on a percentage of direct labor. Exclude any FAR related unallowed costs. (For reference, see FAR, Title 48, Part 31). (Refer to the attached example guideline format)

2. Listed below are the overhead rates calculated for our company for contracting projects with UDOT.

| | |
|---|---|
| **FRINGE BENEFITS OVERHEAD RATE** | |
| **GENERAL AND ADMINISTRATIVE RATE** | |
| **COMBINED TOTAL OVERHEAD RATE** | |

(Both the fringe and general/administrative overhead rates should be calculated based on the total direct labor dollar amount.)

**I CERTIFY THAT THE FOREGOING STATEMENTS, ANSWERS TO QUESTIONS, AND ANY SCHEDULES ARE ACCURATE AND COMPLETED TO THE BEST OF MY KNOWLEDGE.**

| | |
|---|---|
| **SIGNATURE** | |
| **PRINTED NAME** | |
| **TITLE** | |
| **DATE** | |

## SCHEDULE OF FEDERAL ACQUISITION REGULATIONS (FAR)
## UNALLOWABLE COSTS PER TITLE 48, PART 31

The following are most of the general unallowable costs that cannot be used for inclusion in overhead rate calculations. These costs are to be excluded before calculating an overhead rate based on a total direct labor dollar amount. This list is provided as a reference and is not all inclusive of the unallowable costs.

| **ACCOUNT DESCRIPTION** | **FAR REFERENCE SECTION** |
|---|---|
| Advertising and Public Relations | 31.205-1 |
| Alcoholic Beverages | 31.205-51 |
| Amortization of Goodwill | 31.205-49 |
| Bad Debts | 31.205-3 |
| Business Promotions | 31.205-1, 31.205-8 |
| Capital Raising | 31.205-27 |
| Collection Costs | 31.205-3 |
| Contingencies | 31.205-7 |
| Contributions and Donations | 31.205-8 |
| Employee Morale, Food Service, Gifts, Recreation | 31.205-13 |
| Entertainment Costs (Social Activities) | 31-205-14 |
| Fines and Penalties | 31.205-15 |
| Federal Income Taxes (See Note 1) | 31.205-41 |
| Goodwill | 31.205-49 |
| Insurance (Life Insurance For Company Officers) | 31.205-19(2)(vi) |
| Interest Paid | 31.205-20 |
| Key Man Life Insurance | 31.205-19 |
| Legal Costs (Limited) (Litigation Unallowed) | 31.205-47(f) |
| Lobbying Costs | 31.205-22 |
| Losses On Other Contracts | 31.205-23 |
| Marketing Expenses | 31.205-1(f)(5)(6) |
| Membership in Social/Dining, Country Clubs | 31.205-1 |
| Organization/Reorganization Company Costs | 31.205-27 |
| Patent Costs | 31.205-30 |
| Personal Use of Company Vehicles | 31.205-6 |
| Professional Service Fees (See Note 2) | 31.205-33 |
| Promotional Material | 31.205-1(f)(5) |
| Relocation Costs (If Over $1,000) | 31.205-35(c) |
| Retainer Agreements | 31.205-33 |
| Social Activities | 31.205-14 |
| Trade Show Expenses and Labor | 31.205-1 |
| Travel Costs (See Note 3) | 31.205-46 |

Note 1: Federal income taxes and excess profits taxes are unallowable as well as taxes associated with financing, refinancing, funding, and reorganizations. State and local income taxes are allowable.

Note 2: There are certain professional and consultant services costs performed that are unallowable. (e.g. legal litigation expenses) In order for these costs to be considered allowable, the nature and scope of the services rendered must be in relation to the service required and must be of necessity and reasonable.

Note 3: Costs for travel including meals, lodging, and incidental expenses are allowable subject to limitations based on the Federal Travel Regulations in regards to mileage rates, actual per diem, lodging, transportation, or a combination thereof. Travel expenses must not exceed on a daily basis the maximum per-diem rates, airfare, vehicle mileage, and lodging. To obtain these rates, please contact Raeleen Sanchez at (801) 965-4138.

Excel Example
Overhead Rate

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ---------------- ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

**Part I** Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

**Part II** Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here** Signature of U.S. person ▶ Date ▶

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X Form W-9 (Rev. 11-2005)